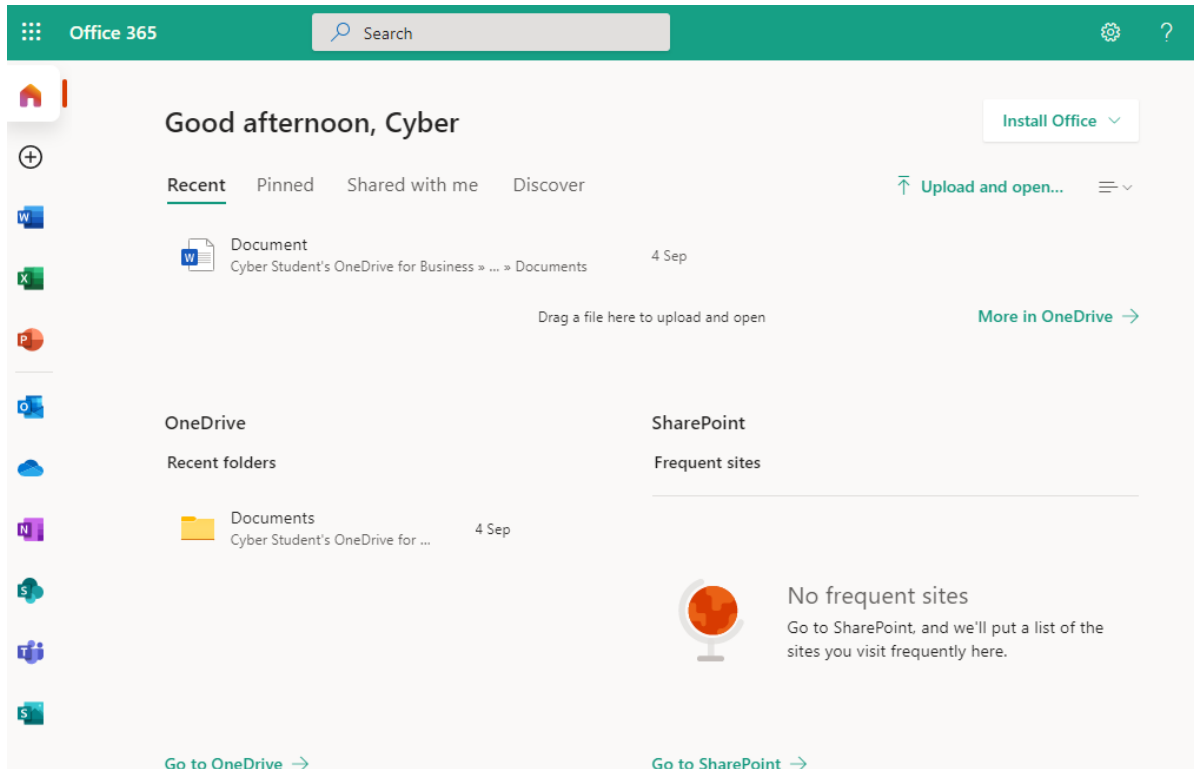


Office 365

Office 365 provides students with access to their email, OneDrive and online versions of Word, Excel, PowerPoint and Teams. There is also a button to download and install Microsoft Office on up to 5 devices at home.



To access and login to Office 365, go to: <https://portal.office.com> and login using your UTC email address and password. **The most common reason for not being able to login is that the email address has been typed incorrectly.** If it is correct, the background will change on the password entry screen to a blurred image of the UTC study space. Your email address is in the following format:

20bloggsjo@berkeleygreenutc.org.uk

Year you would have started in
Y10 at the UTC in YY format.
Year 11 = 19, Year 10 = 20

Your lastname

First two
characters of
your first name

@berkeleygreenutc.org.uk

Use the icons on the left side of the tool bar to access Word, Excel etc... In the web version of these programs, data is saved automatically and you can share your work with your teachers by clicking the share button at the top right of each program, then entering their email address.

Microsoft Teams

Once logged into Office 365, click the Teams icon to launch Microsoft Teams.

You can also download the desktop application from <https://teams.microsoft.com/>

Show My Homework

To login to Show My Homework students just need to click the 'Sign in with Office 365' button. This will then ask them to login with their UTC Office 365 email address. On most occasions, the computer is likely to have remembered their email and will just log them in once the button is clicked.

Login [Forgot password?](#)

Staff Parent Student

SGS Berkeley Green UTC

Enter email address or username

Enter password

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Sign in with RM Unify

Need help logging in?

Logging in as a staff member

Enter your school email address and password to access your account

Forgot password?

Reset your password using your school email address.

Email not recognized?

Ensure there are no typos or try a different email address. If you are still unable to reset your password, contact your school administrator who will be able to update your contact details.

SHOW MY HOMEWORK

N.B. If you can login to Office 365 successfully then you will be able to login to both Teams and SMHW as access is based on whether your Office 365 email account is working.